

Memorandum

To: Secretariat

Date : **September 5, 2012**

From: **California Energy Commission – Dave Ashuckian**, Deputy Director
1516 Ninth Street Efficiency and Renewable Energy Division
Sacramento CA 95814-5512

Subject: **Information Technology Purchase Order #12-409.00-002**

- A. Contractor/Vendor Name: Business Advantage Consulting, Inc.**
- B. Project Manager and/or Contact(s):** James Haile
- C. Term of Agreement: September 2012 to December 2012**
- D. Cost of Agreement and Funding Source:** The total will be \$183,480 from ERPA funds.
- E. Purpose/Objective of Purchase:** Recent legislation, especially SB x1-2, have new data collection and analysis requirements for Renewables Portfolio Standard (RPS) verification and certification that are beyond the capabilities of the Renewable Energy Office's (REO) current data management systems. REO staff has been working with Information Technology Services Branch (ITSB) to develop a new data management system to overcome these limitations. The next step in this process is to conduct a feasibility study and develop a solution to our data management needs.
- F. Summary of Work to be Performed:**
Business Advantage Consulting will work with REO and ITSB staff to complete a feasibility study, determine the "best fit" solution to the REO's needs, develop an information technology procurement plan for that solution, and write the necessary documentation and reports.